



# Wharton County Junior College

## Disclosure of Personal Information Human Resources Department

According to Section 552.024 of the Texas Open Records Act (*Government Code Chapter 552, Public Information*), "Each employee or official of a government body and each former employee or official of a governmental body shall choose whether to allow public access to the information in the custody of the governmental body that relates to the person's home address, home telephone number, or social security number, or that reveals whether the person has family members."

Further, each person must state his/her choice "in a signed writing not later than the 14th day after the date on which: (1) the employee begins employment with the governmental body; (2) the official is elected or appointed; or (3) the former employee or official ends service with the governmental body."

Failure to respond within this timeline renders the information subject to public access.

Therefore, please indicate your choices, sign and date this form, and return it to the Human Resources Department.

Full Name (print or type) \_\_\_\_\_

Social Security Number \_\_\_\_\_

Check one for each choice below:

<b>Item of Information</b>	<b>Allow Public Access</b>	<b>Do not allow Public Access</b>
My home address	<input type="checkbox"/>	<input type="checkbox"/>
My home phone number	<input type="checkbox"/>	<input type="checkbox"/>
My Social Security number	<input type="checkbox"/>	<input type="checkbox"/>
Whether I have family members	<input type="checkbox"/>	<input type="checkbox"/>

Signature: \_\_\_\_\_ Date: \_\_\_\_\_